

Lync 365 Essentials Course Details

Department: Certification Courses

Presented by Magna Skills Development Institute

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Course Summary

The Microsoft Lync 365 Essentials course offered by Magna Skills is designed to equip participants with the fundamental knowledge and practical skills needed to effectively utilize Microsoft Lync within the Office 365 environment. Lync, now known as Microsoft Teams, is a powerful communication and collaboration platform that integrates instant messaging, video conferencing, file sharing, and more, fostering seamless teamwork and productivity.

This course provides hands-on experience and comprehensive insights into the features and functionalities of Microsoft Teams, empowering participants to optimize communication and collaboration in their professional settings.

Course Objectives

1. **Understand Microsoft Lync 365 Basics:**
 - Familiarize participants with the core features and functionalities of Microsoft Lync within the Office 365 suite.
 - Explore the interface and navigation of Microsoft Teams to facilitate efficient communication.
2. **Mastering Instant Messaging and Presence:**
 - Learn how to use instant messaging effectively for real-time communication.
 - Understand presence indicators and status settings for streamlined collaboration.
3. **Effective Audio and Video Conferencing:**
 - Explore the capabilities of audio and video conferencing within Microsoft Teams.
 - Practice hosting and participating in virtual meetings, including screen sharing and collaboration tools.
4. **Optimizing Team Collaboration:**
 - Discover the power of Teams and Channels for group collaboration.
 - Explore document sharing, co-authoring, and version control features.
5. **Integration with Office 365 Applications:**
 - Learn how to integrate Microsoft Teams with other Office 365 applications for a seamless workflow.
 - Understand best practices for using Teams alongside tools like SharePoint, OneDrive, and Outlook.
6. **Security and Compliance:**
 - Gain insights into the security features of Microsoft Teams.
 - Understand compliance and data protection considerations when using Teams.
7. **Customization and Administration:**
 - Explore customization options for Teams to tailor the platform to specific organizational needs.
 - Understand basic administration tasks for managing users, permissions, and settings.

Course Outline

Module 1: Introduction to Microsoft Lync 365

- Overview of Microsoft Lync and its evolution to Microsoft Teams
- Navigating the Microsoft Teams interface

Module 2: Instant Messaging and Presence

- Using instant messaging for effective communication
- Managing presence and status settings

Module 3: Audio and Video Conferencing

- Hosting and participating in virtual meetings
- Utilizing audio and video conferencing features

Module 4: Team Collaboration

- Creating and managing Teams and Channels
- Collaborating on documents and projects within Teams

Module 5: Integration with Office 365 Applications

- Integrating Teams with SharePoint, OneDrive, and Outlook
- Best practices for a cohesive Office 365 experience

Module 6: Security and Compliance

- Security features in Microsoft Teams
- Compliance considerations and data protection

Module 7: Customization and Administration

- Customizing Teams to fit organizational needs
- Basic administration tasks for managing Teams

This course is suitable for professionals at all levels who want to enhance their collaboration and communication skills using

Microsoft Teams within the Office 365 environment. Participants will leave with the knowledge and practical experience necessary to leverage the full potential of Microsoft Teams in their day-to-day work



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Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.